

REQUEST FOR PROPOSALS

CITY OF ALBANY ACTIVE TRANSPORTATION PLAN



Release Date: Wednesday, February 1, 2024

Due Date: Thursday, February 29, 2024

1. Introduction

In 2012, the City of Albany adopted an Active Transportation Plan (ATP) that has served as the planning framework for bicycle and pedestrian improvements in the City. The plan was amended in 2014 and again in 2019. In recognition that many projects and programs have been implemented, and priorities, best practices, and design standards evolved significantly, the City of Albany is seeking proposals from transportation planning consulting firms to prepare a new ATP for the City of Albany.

The City seeks an ATP that will serve as the foundational plan for active transportation investment in city roadways and pathways. Ideally, an effective plan resolves the high-level policy issues, linking together separate projects and policies, allowing the design phase of individual projects to focus on technical aspects of a project. Additionally, the ATP is expected to meet statutory requirements in state law as well as ensure that the City qualifies for County, Regional, State, and Federal funding.

2. Background

The City of Albany is a charter city with a population of approximately 21,270 located in Alameda County. The City of Albany offers a full range of services for the community through its various departments, including the City Manager's Office, City Clerk, Community Development, Finance & Administrative Services, Fire/Emergency Medical Services, Police, Public Works, and Recreation & Community Services.

The City of Albany consists of 1.7 square miles of urbanized area and 29.4 centerline street miles. The City's transportation network is closely integrated with the neighboring cities of El Cerrito, City of Berkeley, and City of Richmond. Excluded from analysis at this time are improvements pertaining to potential future changes at the Golden Gate Fields racetrack. All remaining City of Albany rights-of-way are to be included.

The City of Albany has undertaken a variety of planning efforts in recent years. It is expected that the ATP will review the relevant documents, and build off many of the existing plans, policies, and projects already adopted. Relevant background include:

- Existing City of Albany Active Transportation Plan
- Alameda County Transportation Commission ATP, Countywide Bikeways Network, and Countywide Transportation Plan
- 2035 General Plan
- 2023 Local Road Safety Plan
- 2024 Street Lighting Evaluation (pending)
- 2019 Climate Action & Adaptation Plan
- AC Transit Multimodal Design Guidelines

3. Project Scope & Overview

The City of Albany is requesting proposals from qualified transportation planning professionals to prepare an active transportation plan ATP that complies with statutory requirements and ensures grant funding eligibility. The following scope and project overview is for informational purposes only. Respondents are encouraged to be creative in how these outcomes are reached in their proposals.

Essential Outcomes

The city envisions the essential outcomes of the ATP to be an easily accessible document that includes:

1. A statement of vision and goals for the City’s active transportation infrastructure that is accepted across the range of community stakeholders;
2. A series of bicycle and pedestrian network diagrams specifying types of facilities or level of comfort and ability at different locations and along different routes; and
3. A series of bicycle and pedestrian policies, programs, design standards, and projects that can realistically be implemented within the ATP’s planning horizon.

Data Collection

The City of Albany adopted a Local Roadway Safety Plan (LRSP) on March 20, 2023. It should be noted, however, that there are limitations to the LRSP methodology as a result of using 5-years of collision data for project prioritization. The City will make all existing data available, but does not have the capacity to collect additional data to support the ATP preparation process. Therefore, proposals should incorporate data collection into the proposal, including data on mode share and travel patterns. In addition, collection of safety data beyond basic traffic counts and collision data is encouraged, including community safety concerns, barriers to participation in active transportation options / latent demand, bicycle parking and one-on-one intercept surveys.

Public Engagement

Engagement is expected at key milestones in the study process. Proposals should consider the knowledge and concerns of existing residents, businesses, and other interests, with particular attention given to capture social justice and equity considerations. Approaches can include presentations to the City Council and city advisory bodies, various forms of workshops, school district classroom and parent outreach, special events, quick-build demos, and small group discussions with key stakeholders, etc.

Social Equity and Inclusivity Considerations

Proposals should be prepared with the expressed attention to access to safe and accessible bicycle and pedestrian facilities throughout the City. These social equity and inclusivity considerations should include recognition of different commute patterns to employment, schools, and shopping. These considerations also should consider that many of the users of the transportation infrastructure are traveling through Albany from neighboring communities.

Methodological Approach and Management Overview

Proposals should provide a monthly work plan and timeline indicating how preparation of the ATP would be accomplished. This overview should include a brief description of any unique

methodology or organizational approaches the respondent would use to prepare the ATP. The proposal should describe how the team will incorporate external technical constraints and considerations into the ATP, such as design standards; accessibility requirements; interactions between roadway projects and other infrastructure; and viability for grant funding.

Solano Avenue Complete Streets Study

In 2019, The Solano Avenue Complete Streets and Corridor Revitalization Study was completed (covering Solano Avenue from Masonic Avenue east to the City limits). During review of the draft study, reorganizing car parking to save space, allowing for wider sidewalks and an uphill (eastbound) motorist-separated cycling facility, was proposed. The Study was accepted by the City Council with direction to further evaluate bicycle safety improvements for Solano Avenue as part of an update to the ATP. Proposals should anticipate the evaluation of Solano Avenue will be a significant area of data collection and analysis, and key to network recommendations.

Bicycle Parking Standards

Proposals should include the preparation of objective bicycle parking standards for both City right-of-way and for future development projects. Standards should include both the amount of parking (including large bicycles and e-bikes), location and access, and dimensional requirements.

Implementation Project Descriptions

Proposals should include sufficient project details to provide guidance to city capital improvement planning budgets, schedules, and future design teams. The City is not, however, seeking detailed design or cost estimates for particular future projects.

Partner Transportation Agencies

Proposals should describe how the team will engage with the plans and programs of neighboring cities, the Alameda County Transportation Commission, AC Transit, Caltrans, and other relevant agencies to ensure integration into the greater transportation framework.

Partner Educational Institutions

Developing policies, programs, and projects for safe and efficient access to the whole range of educational facilities will be an important part of the ATP. Improvements in student safety and reduction in vehicle trips to schools is consistently a high priority for the community and decision-makers. Facilities include three public elementary schools, one public middle school, one public high school, one private high school, one tutorial-style middle & high school, UC Berkeley student housing, and a variety of tutoring, after school programs, and other youth-related functions.

Environmental Review

The scope of work associated with the preparation of the ATP should include written findings supporting the application of exemptions from the requirements of the California Environmental Quality Act.

Timeframe Considerations

For purposes of submittal of a proposal, respondents should anticipate a 12-to-18-month process.

Cost Estimate

Provide a cost estimate that corresponds with the monthly work plan and timeline, including number of hours and hourly rates of people assigned to the project.

4. Proposal Submittal Format

The City welcomes a response to the RFP in any format that best expresses the qualifications of the respondent. In general, lengthy responses are discouraged. Please submit your firm's qualifications, identify key staff to be assigned to this project, provide resumes for each key staff member with substantial hours towards the project; provide at least three professional references for work that was performed similar to that requested in this RFP, and provide a detailed description of your approach to the project, schedule, and cost estimate. The City reserves the right to make all submissions available to the public pursuant to public records requirements.

5. Registration of Intent to Submit Qualifications

Interested parties are requested to contact Justin Fried at jfried@albanyca.org to register their intent to respond to the RFP. Registration ensures that any modification to the RFP process can be transmitted as quickly as possible to all interested parties. A written confirmation of registration will be sent by email within two business days. If you do not receive written confirmation, or have any questions regarding the RFP, please contact Justin Fried at jfried@albanyca.org 510-528-5759. It is the responsibility of the respondents, before submitting a response to the RFP, to ascertain if the City has issued any notices, clarifications, addenda, or other communications to responders. Oral explanations or instructions from City staff shall not be considered binding on the City.

6. To Submit a Proposal

Please submit proposals to:

Justin Fried
City of Albany
1000 San Pablo Avenue
Albany, CA 94706
E-mail: jfried@albanyca.org
Phone: (510) 528-5759

Inquiries concerning this Request for Proposals ("RFP") should be directed by email to Justin Fried, at: jfried@albanyca.org.

7. Evaluation Criteria

All proposals submitted will be reviewed and evaluated based on the following criteria:

- Knowledge of best practices of municipalities in active transportation;

- Experience in successfully completing projects similar in scope and purpose;
- Understanding of the project scope;
- Detailed work plan to complete and effective timeline the project scope;
- Qualifications and experience of team members;
- Overall quality of response to RFP;
- References; and
- Cost estimate.

As a part of its evaluation, the City may request additional information or data from proposers. It is likely that a short list of applicants will be invited to interview with a selection panel.

8. General Conditions

The City reserves the right to:

- Waive any informalities or minor irregularities;
- Accept or reject any and all proposals, or any items or part thereof;
- Withdraw or cancel this RFP at any time without prior notice and the City makes no representations that any contract will be awarded to any proposer(s) responding to this RFP;
- Reject all proposals and seek new proposals when it is in the best interest of the City to do so.
- Modify the RFP as it deems necessary;
- Any information submitted to the City becomes public records and are subject to the Public Records Act;
- Seek any clarification or additional information from proposers as is deemed necessary to the evaluation of a response;
- Negotiate with the second-choice proposer if an acceptable contract is unable to be negotiated with the first-choice proposer within a reasonable period of time;
- Contract with separate entities for various components of the services.
- Judge the correctness, substance, and relevance of the proposers' written or oral representations, including seeking and evaluating independent information on any of the proposers' work cited as relevant experience.
- All expenses related to any proposer's response or other expenses incurred during the period of time the selection process is underway, are the sole obligation and responsibility of that proposer. The City will not, directly, or indirectly, assume responsibility for such costs except as otherwise provided by written agreement.
- The consulting team selected will be required to sign the City of Albany's standard Agreement for Consultant Services and meet the City's insurance requirements, a copy of the agreement and insurance requirements are available upon request.